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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Production Administration
Washington, D. C.

LIEBOWITZ
MAR 9 - 1943
U. S. Department of Agriculture

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December 31, 1942

FOOD PRODUCTION ADMINISTRATION MEMORANDUM NO. 1

To: All Agencies in the Food Production Administration
From: H. W. Parisius, Director, Food Production Administration
Subject: Mobilization for Maximum Farm Production in 1943

The Secretary has asked us to take the leadership in outlining the steps that should be taken by the Department in cooperation with State extension services, experiment stations, and other affiliated agencies in carrying out complete mobilization for maximum food production in 1943. In accordance with the Secretary's request, the following steps will need to be taken immediately.

- I. The USDA State War Boards will complete the job of establishing county goals, and plan in detail a complete campaign that can go into action in every county in their respective States on Farm Mobilization Day, January 12, 1943. In order to assure wide observance of Farm Mobilization Day, the State War Boards shall appoint a Farm Mobilization Day Committee. The membership shall include the State heads of general and cooperative farm organizations, chief agricultural officer of the State government, State director of vocational agricultural education, representatives of the State press association and State organization of radio broadcasters, the State federations of women's clubs, civic and business organizations, and other persons selected by the State War Board. The function of this committee shall be to bring about maximum attention to and attendance at the Farm Mobilization Day meetings.
- II. Immediately after laying the State-wide plans, State War Boards will organize either one State-wide or (in large States) two or more regional meetings of County War Boards. At these meetings, the State War Board will instruct the County War Boards in their

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responsibilities for carrying through the mobilization. It is the responsibility of the State War Boards to follow through on the necessary details in connection with the farm planning work.

- III. Immediately after the meetings with the State War Board, each USDA County War Board shall meet and schedule the program for the farm mobilization within the county. Its first step shall be to organize a 1943 Farm Mobilization Committee for the county. This committee shall be selected from the farm population and the town population of the county, and shall include representatives of the general farm organizations, the farm cooperatives, the press, such radio broadcasting stations as are in the county, and urban civic organizations. The USDA County War Board shall determine the exact size and appoint the personnel of the committee. Upon appointment of the committee, it shall meet with the Board. The Board will inform the committee on what the 1943 farm job is for the county and how the mobilization is to be carried through. The committee will be given the responsibility of helping the Board in the mobilization through getting out public information, carrying on campaigns of personal contact to get maximum attendance at the Mobilization Day meetings, and expediting arrangements for meeting place by place within the county.
- IV. During the same period, the AAA Committeemen who will be responsible for getting a farm plan work sheet and a farm plan filled out for each farm in the county, will be brought together in training meetings. If possible, an area supervisor representing the State technical committee should attend at least one training meeting in each county. Emphasis must be placed on the need for giving each farmer an opportunity to work out a plan that represents his maximum contribution to the war effort. County War Boards will be authorized to appoint one or more assistants to help each Community Committeeman in the sign-up campaign. These assistants should attend the training meetings. At the training meetings, each agency on the Board will furnish the necessary personnel to instruct the Committeemen and their assistants in both the informational background and the techniques required in getting the job done.
- V. The Mobilization Day program in each county will be held on the date specified by the Presidential proclamation, January 12, 1943. County War Boards, in consultation with the Farm Mobilization Committee, will determine the places at which the meetings are to be held. In cooperation, the Farm Mobilization Committee and the County War Board shall use every possible resource to secure complete attendance at the meetings. The County War Board shall schedule a program of addresses and discussions to be presented at each meeting in order to explain to those attending the part that the county is expected to take in the total United



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States Farm Mobilization Program, the responsibility of each individual farmer, and the procedure for carrying on the mobilization, farm by farm. The national mobilization call will be heard at each meeting through radio. It will be issued by the Commander in Chief and other Federal officers in a nation-wide radio broadcast starting at 4:00 P.M., Eastern War Time (3:00 P.M., Central War Time; 2:00 P.M., Mountain War Time; and 1:00 P.M., Pacific War Time).

- VI. Following the Mobilization Day meetings, the AAA Community Committeemen will go into action to work out with every farmer in the county his 1943 farm production plan, and to secure the inventories on resources and needs for labor, machinery, production, supplies, and credit. They shall try to complete the job down to the last farm in the county within three weeks. In conferring with each farmer on his production program, it should be made clear that the war units schedule for each farm will play an important part in determining the farmer's eligibility for rationed supplies and materials, and the eligibility of operators and workers on the farm for selective service deferment. It should be made clear also that the Committeemen will not be able to make commitments as to certification of the farmer's status with respect to selective service deferment, but that local selective service boards will work with County War Boards in using this information.
- VII. Community Committeemen shall review each farm plan and work sheet completed. Any that are found to indicate immediate attention in the way of services by USDA agencies or otherwise, shall be marked "urgent" and immediately transmitted to the County War Board for its action.
- VIII. During the time that the individual farm plans and work sheets are coming in from the AAA community Committeemen, the County War Board shall meet as often as necessary to act promptly on the plans requiring immediate action. If necessary, the Board shall meet daily until the necessary actions have been directed.
- IX. In acting on plans or work sheets requiring special attention, the County War Board shall require each agency representative who has the power to commit the agency to state specifically what assistance will be provided to the farmer whose plan is under consideration. Those who have not the power to commit the agency shall be directed to obtain a commitment in the shortest possible time and report it to the Board. Each agency of the Department represented on a County War Board shall provide its representatives with as complete authority as can legally be given to make commitments for action.

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- X. The County War Board shall notify each farmer whose plan is reviewed for immediate action what action can be taken under the plan as drawn. If the action desired by the farmer cannot be taken under the plan as drawn, the farmer shall be notified of alterations in the plan which must be made before the desired action can be taken.
- XI. The County War Board shall check up on the commitments of agency representatives as often as is necessary to make sure that the commitments are executed on time.
- XII. After all preliminary farm plans demanding immediate attention have been considered by the County War Board, the Board shall consider all the other farm plans and schedule the actions necessary for attention at the appropriate time by the Department agencies. The farm plans for all farms in the county represent the total food production job that the county is undertaking; and the needs for labor, machinery, fertilizer, and other materials as stated on the farm plan work sheets should be appraised for the county in relation to the total job to be done.

(Signed) H. W. PARISIUS.

Director, Food Production Administration

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